

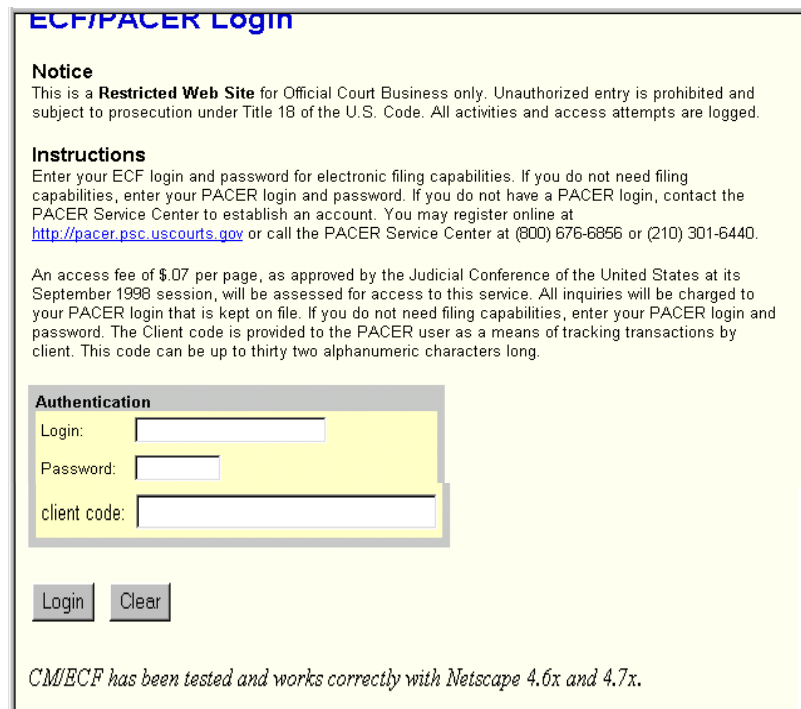
CM-ECF Procedure Accessing The Application

This procedure explains how to access the CM-ECF system.

STEP 1 Access Netscape Navigator then access the CM-ECF application through our court Web site by left clicking on the CM/ECF link.

NOTE: You can access the CM-ECF application by using a “favorite” or by setting up a “shortcut”.

◆ The **ECF/PACER Login** screen displays. (See Figure 1.)



ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.

◆ Left click in the **Login** field and key your ECF login.

◆ Left click in the **Password** field and key your password.

STEP 2 The **ECF MAIN MENU** screen displays. (See Figure 2.)

- ◆ Left click the **Logout** hypertext link to exit the application.

